



The Department of Workforce Services

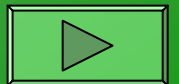


Utah's Family Employment Program

WELCOME!



Welcome to the Department of Workforce Services. This slideshow will give you helpful information about the Family Employment Program and the services and opportunities this program can offer you and your family.



Click on the arrow to
continue

The Family Employment Program

To move from slide to slide, you can either left-click on your mouse or hit the “Enter” key.

If you need help at any time during this presentation, a DWS representative will be happy to assist you. Please let us know if you have any questions.

Now, lets get started...

What is the Family Employment Program?

The goal of Utah's Family Employment Program (or FEP, as you will often hear it called) is to help families earn enough money to support themselves by:

- Working
- Receiving child-support payments
- Receiving disability payments

Who does FEP help?

Utah has two financial programs for families with children: FEP and FEP Two-Parent.

This slideshow will focus mostly on the FEP program. FEP serves:

- Single parent families
- Two-parent families when at least one parent is not able to work

Family Employment Program for Two-Parents

The FEP Two-Parent program helps parents increase their income through employment. It is a pay-after-performance work program designed to serve families when:

- Both parents live in the home with the children

AND

- Both parents are able to work

A DWS representative can answer any questions you may have about the FEP Two-Parent Program.



FEP is about employment

Our goal is to help you find and keep work and increase your family's income. On the FEP program, we will work with you to:

- Identify resources to help you create a stable and long-term income through employment
- Help you discover your work skills
- Help you find ways to use those skills to find and keep work

Why is the program focused on employment?

FEP is intended to provide *temporary* assistance to your family. It is important to know:

- FEP is time-limited to 36 months (3 years) in your lifetime.
- FEP is not a stable, long-term solution to your financial worries; employment is.

RESOURCES



**To support you in employment,
we offer:**

- Online employment tools such as **jobs.utah.gov**
- Career counseling
- Job Connection Rooms where you can do on-line job search
- Funding for short-term training
- Food Stamps
- Medical Assistance
- Assessment and employment counseling

You may also qualify for the following services while on FEP:

- Social Work Services – We have in-house Licensed Clinical Therapists. They can meet with you to talk about many of your needs, including Domestic Violence counseling
- “Y funds”, which are limited extra funds for employment support
- Enhanced payments or an extra \$40 for meeting the expected level of participation
- Child care assistance

Child Care: How can I afford it when I am employed?



Child care is often a concern for working parents. DWS offers funding for child care for employment-related activities. We can also link you to resources to find quality child care.

We also connect you to community resources:



- Domestic violence shelters and crisis hotlines
- Phone service: 2-1-1 Community Referral Line
- Sliding scale medical and counseling services
- Legal services
- Food banks
- Online resource search: utahcares.utah.gov

Applying for other programs:

Other sources of money can also be a big help when you are a working parent, such as:

- Social Security or other disability benefits
- Child Support: You will be required to work with the Office of Recovery Services to collect any child support owed to you



Discovering your skills: It starts by learning about you!



You will work with an Employment Counselor to:

- Review your:
 - Work skills
 - Abilities and talents
 - Work history
 - Current employment status
- Develop an employment plan based on your strengths and abilities

The Employment Plan

You and your Employment Counselor will:

- Talk about the quickest path to employment
- Agree on employment-related activities that will help you find a job
- Put all of these activities into a contract called an Employment Plan.



Some things you should know about the Employment Plan:

- In order to get your FEP money each month, you must complete the activities on your plan
- You will need to show your Employment Counselor that you did complete your activities
- You can work with your Employment Counselor if you have to make changes to the plan

How much will I be required to do on my Employment Plan?

On FEP, you are required to work on activities *at least* 30 hours a week. These activities can be both challenging and rewarding. **Some** examples of activities that might be on your plan are:

- **Employment**
- **Worksite learning**
- **Short term skills training**



What will the activities on my Employment Plan look like?

Your plan will focus on helping you reach your maximum potential. This is different for every person. Let's take a look at a couple of examples:



EXAMPLE 1: Mary is working 20 hours a week and going to school 10 hours a week to get her High School Diploma. She is participating in 30 hours of activities that will lead to better employment.

More examples

EXAMPLE 2: Scott is going to a short-term occupational skills training 40 hours a week to become a truck driver. He is participating in 40 hours of activities that will lead to better employment.



EXAMPLE 3: Brian is looking for work 8 hours a week and doing an internship for 28 hours. He is participating in 36 hours of activities that will lead to better employment.

Working Toward Full Participation

EXAMPLE: Because of Susan's medical condition, her doctor has limited her activities to 15 hours a week. She and her Employment Counselor are working together to decide what employment-related activities she **can do** during those hours. She will increase her hours when she is able.



How does my Employment Counselor know I am completing my activities?

You will need to show your Employment Counselor that you have completed your activities. You might be asked to bring in:

- Signed attendance logs
- Pay check stubs
- A DWS form

You may also be asked to contact your Employment Counselor daily.



What if I can't complete the activities on my Employment Plan?

You are responsible to contact your Employment Counselor if:

- You can't complete an activity
- You can't come to an appointment
- You can't turn in a what your Employment Counselor has asked
- Your situation has changed (**for example**, you found a job or no longer have a babysitter)

What happens if I choose not to do the activities after I have signed the plan?

We start a problem solving process. You will have the chance to show you had a good reason not to do the activities. If you don't have a good reason, we work to help you get back on track. There may be consequences for choosing not to complete the activities in your plan.



Consequences for Choosing Not to Participate

First Time

Your cash benefit will reduce by \$100. If you still choose not to do the activities on your Employment Plan, the cash benefit will close. To get the cash benefit again, you must reapply. You must also complete a trial period showing you are willing to do the activities on your Employment Plan.

Second Time

If you choose not do the activities on your Employment Plan, your cash benefit will close for one month. You will have to reapply and complete a trial period before you can get the cash benefit again.

Third Time

If you choose not to do the activities on your Employment Plan, your cash benefit will close for two months. Again, you will have to reapply and complete a trial period.

If I qualify, how much money will I receive?

This chart outlines the maximum amount you might expect on FEP. Remember, things such as household income and assets may change your personal grant amount. To find out what your household size is, count yourself, your children and any other parent in the household who has an employment plan.

Household Size	Maximum Cash Assistance Amount
1	\$274
2	\$380
3	\$474
4	\$555
5	\$632

Do I lose all of my benefits when I increase my income?

If your income changes enough to close your case, DWS may still offer you the following services:

- Child care
- Funds to support work or training expenses
- Case management services
- 12 months of Transitional Medical Assistance

Other Transitional Service – Effective February 1, 2007

If your case closes because of increased income **and** you are working at least 30 hours a week, you may also be able to receive up to 3 extra months of cash assistance.





Diversion

If you have a job or a source of income that will start within the next few weeks, you may be able to receive a Diversion payment.

- A Diversion gives you an emergency payment you can use for your basic needs until you receive your income
- The amount of the payment is decided based on your individual situation
- You must be eligible for the Family Employment Program before you can receive a Diversion

Who will I work with while I am on FEP?

On FEP, you will be required to work with both an Employment Counselor and an Eligibility Specialist. Both may require different things from you. Understanding those differences now can help you work with them successfully.



An Eligibility Specialist determines your eligibility for financial programs

Contact your Eligibility Specialist:

- If you move
- If your income changes
- If your child or children move out of your home
- To ask questions about when your case will be processed and what verifications you need to send
- To ask questions about the amount of cash benefits, Food Stamps or Medicaid that you receive

An Employment Counselor works to help you increase your income

Contact your Employment Counselor:

- For questions about activities on your employment plan
- To verify completion of activities
- If you are unable to complete any of the activities on your plan
- For help finding resources to meet your needs

What are my rights and responsibilities?



Department of workforce services and department of health FINANCIAL, MEDICAL AND FOOD STAMP BENEFITS RIGHTS AND RESPONSIBILITIES

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You can avoid serious problems by making sure you know your rights and responsibilities.

YOUR RIGHTS

1. You have the right to apply or reapply any time you wish for any of the assistance programs offered by the Department of Workforce Services (DWS) or Department of Health (DOH). Applications for CHSP, the Primary Care Network Program, and the Covered at Work Program are only accepted during open enrollment periods. Someone may help you apply if you need help.
2. You have the right to know if your application was approved or denied and the reasons for the decision. If you apply for food stamp benefits, benefits must be available to eligible household members no later than 90 days from the date of application. For financial and child care assistance, a decision will be provided within 90 days. For medical assistance a decision will also be provided within 90 days, or 90 days if a disability decision is required.
3. You have the right to know if your assistance is reduced or denied. For food stamp benefits, there is one important exception to this rule. If you apply for financial assistance and food stamp benefits, your food stamp benefits may be reduced when financial assistance is approved.
4. You have several options if you do not agree with the decisions made regarding your case:
 - A. Talk to your worker to make sure you are not misunderstanding such rules.
 - B. Talk to your worker's supervisor.
 - C. Call DWS Customer Solutions at 800-526-4390 or 800-326-4343, or DOH

Customer Services at 801-526-5417 or 877-99-5263.

- D. Request a Fair Hearing with an impartial Hearing Officer.

- E. Free legal advice is available from Utah Legal Services. In Ogden call 801-554-4431, Salt Lake City 801-526-8864, or toll free at 800-666-5556. A referral for legal advice is available from Salt Lake Lawyer Referral at 801-526-9079.

5. You have the right to be treated with courtesy, dignity and respect.

6. You have the right to be treated fairly. Questions regarding your race and ethnicity are for data records only and completion is optional. Your answers to these questions will not affect your eligibility. You also have the right to an interpreter. You do not need to provide a Social Security number for anyone not requesting benefits.

7. You have the right to privacy in your home. DWS and DOH may not enter your home without your permission or use coercion or force to enter your home. DWS and DOH may not visit you after working hours without an appointment.

8. You can access your case record information.

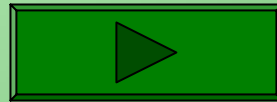
9. You have the right to receive information regarding registering to vote and may request help to complete the voter registration form.

When you apply for services with DWS, you have rights and responsibilities. Information about those rights and responsibilities will be given to you in a DWS document called, “Rights and Responsibilities”. Ask a DWS representative if you have not already received this document.

Congratulations! You have completed the Family Employment Program Orientation!

Thank you for taking the time to review this slideshow.

- To continue your application process for the Family Employment Program, click the arrow button.



- If you are NOT interested in continuing your application for cash benefits, but you are interested in other DWS supportive services, such as Food Stamps, Medicaid, and/or Child Care Assistance, click on the arrow button below.

